

The following documentation provides information on how to register for a Transportation Services Tax account on Georgia Tax Center (GTC).

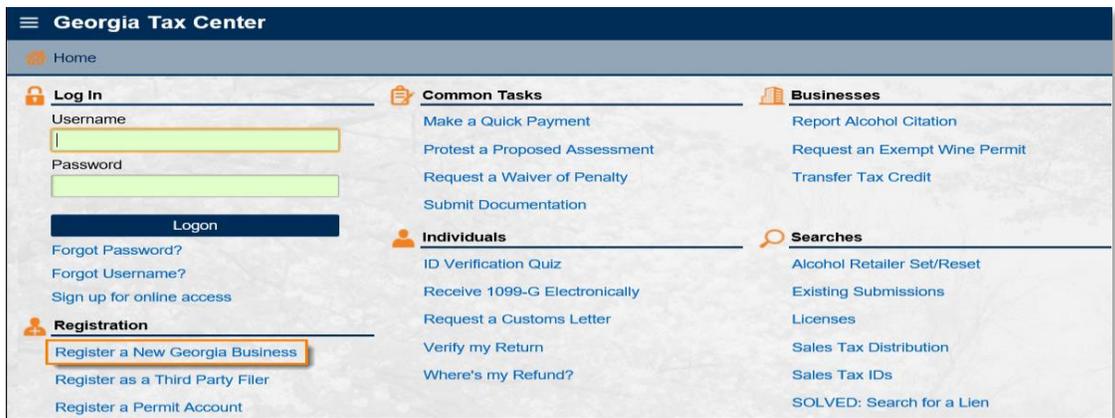
## Contents

Register a New Business for a Transportation Services Tax Account:..... 1

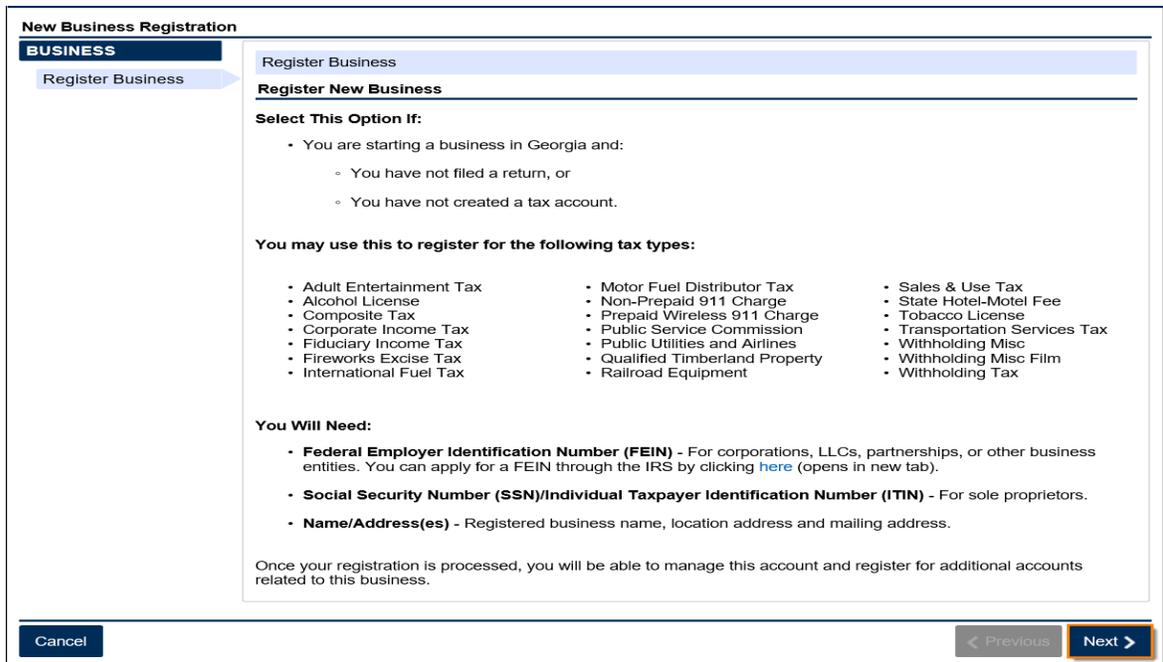
Register an Existing Business for a Transportation Services Tax Account: ..... 11

### Register a New Business for a Transportation Services Tax Account:

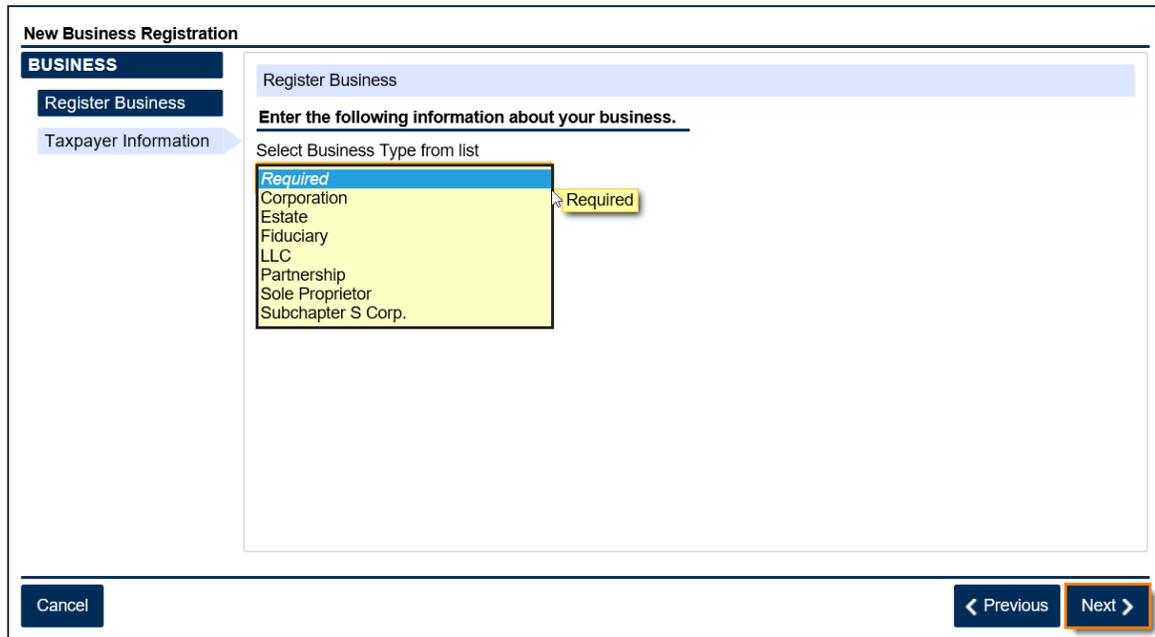
1. On the GTC login page (<https://gtc.dor.ga.gov>), click **Register a New Georgia Business**.



2. Review the information shown, which includes when to use this request and what you will need to complete it. Click the **Next** button.



3. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Yellow fields are required, and green fields are optional. Click the **Next** button.



**New Business Registration**

**BUSINESS**

Register Business

Taxpayer Information

Register Business

Enter the following information about your business.

Select Business Type from list

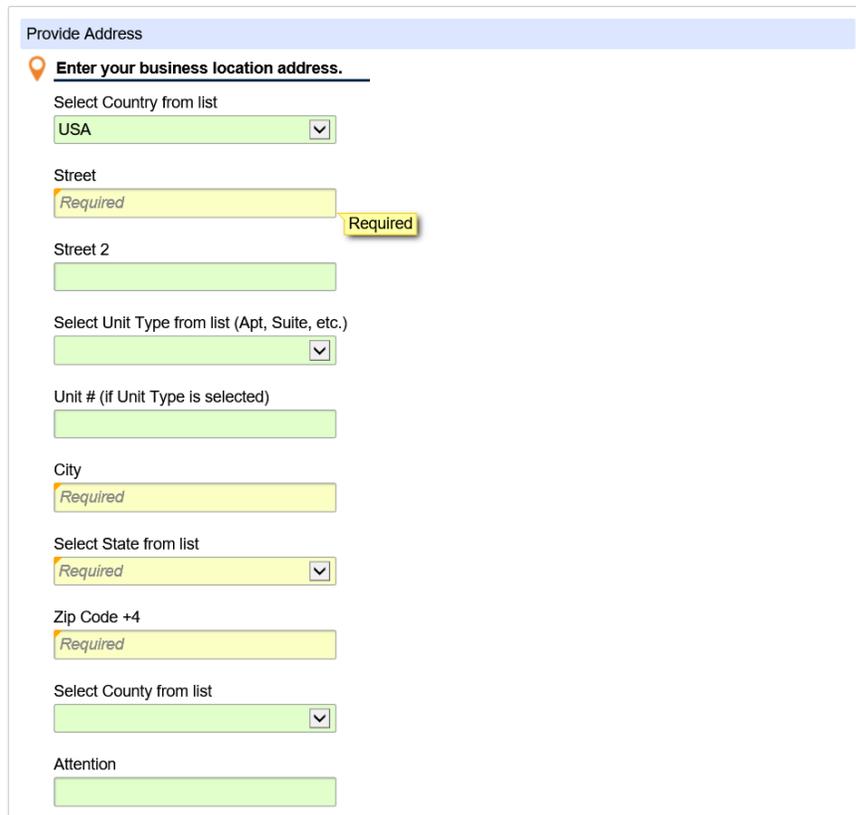
- Required
- Corporation
- Estate
- Fiduciary
- LLC
- Partnership
- Sole Proprietor
- Subchapter S Corp.

Required

Cancel

Previous Next

4. Provide the **business location address**.



Provide Address

Enter your business location address.

Select Country from list

USA

Street

Required

Required

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Required

Select State from list

Required

Zip Code +4

Required

Select County from list

Attention

5. Click the **Verify your address** button to validate the address.

Provide Address

 **Enter your business location address.**

Select Country from list  
USA

Street  
1800 CENTURY BLVD NE

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City  
ATLANTA

Select State from list  
GEORGIA

Zip Code +4  
30345-0000

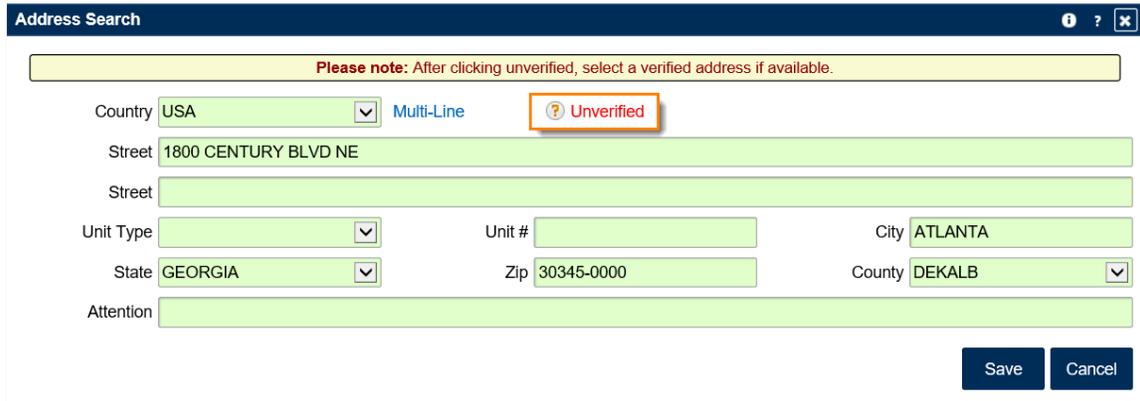
Select County from list  
DEKALB

Attention

**Verify your address**

*Address must be verified before continuing.*

6. Click the red **Unverified** hyperlink on the Address Search pop-up window.



**Address Search** ⓘ ? ✕

**Please note:** After clicking unverified, select a verified address if available.

Country: USA  Multi-Line **Unverified**

Street: 1800 CENTURY BLVD NE

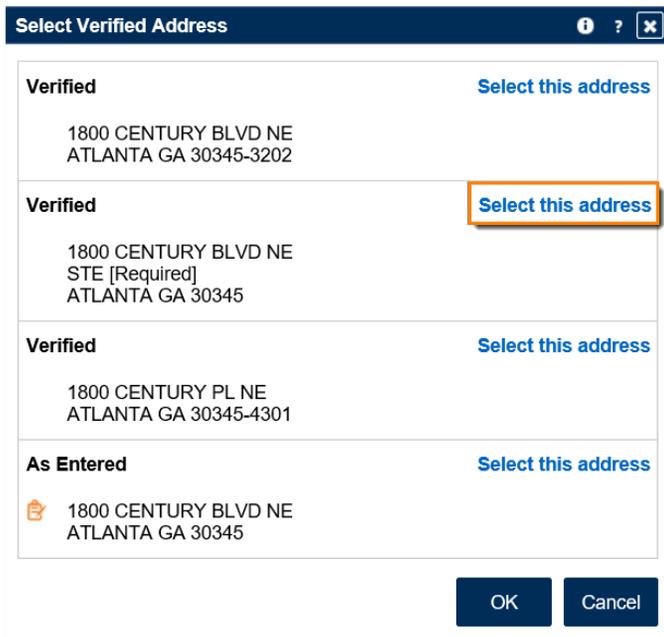
Street:

Unit Type:  Unit #:  City: ATLANTA

State: GEORGIA  Zip: 30345-0000 County: DEKALB

Attention:

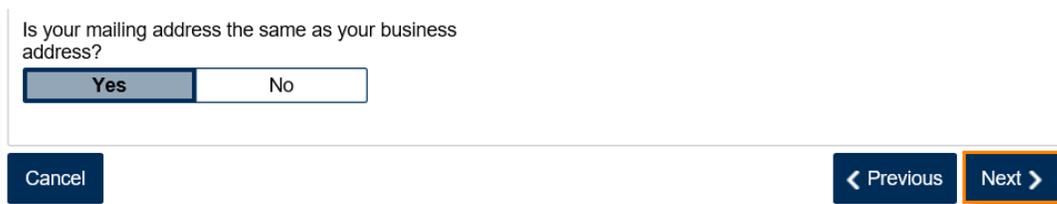
- If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.



**Select Verified Address** ⓘ ? ✕

<b>Verified</b> 1800 CENTURY BLVD NE ATLANTA GA 30345-3202	<a href="#">Select this address</a>
<b>Verified</b> 1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	<b>Select this address</b>
<b>Verified</b> 1800 CENTURY PL NE ATLANTA GA 30345-4301	<a href="#">Select this address</a>
<b>As Entered</b>  1800 CENTURY BLVD NE ATLANTA GA 30345	<a href="#">Select this address</a>

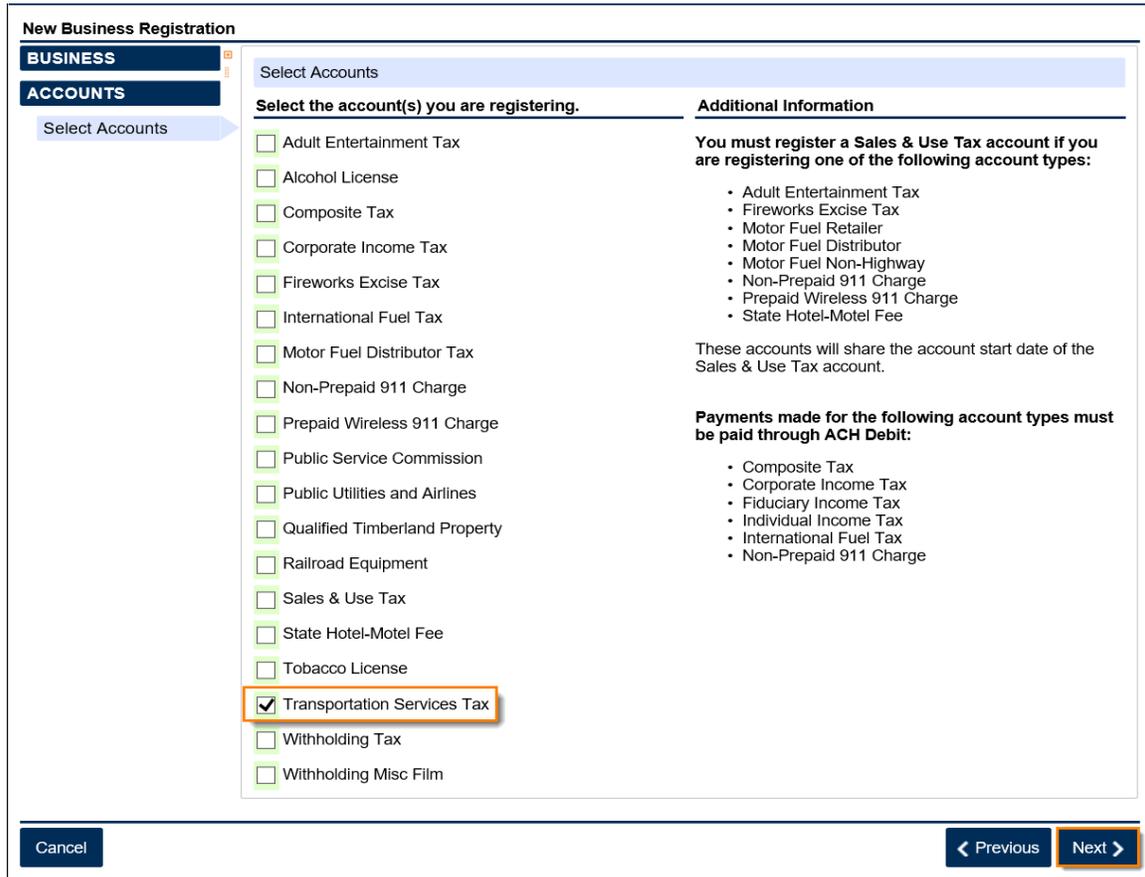
7. Enter a different mailing address, if applicable. Click the **Next** button.



Is your mailing address the same as your business address?

Yes  No

8. Select **Transportation Services Tax**. Click the **Next** button.



**New Business Registration**

**BUSINESS**

**ACCOUNTS**

Select Accounts

Select Accounts

Select the account(s) you are registering.

- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Corporate Income Tax
- Fireworks Excise Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- Public Service Commission
- Public Utilities and Airlines
- Qualified Timberland Property
- Railroad Equipment
- Sales & Use Tax
- State Hotel-Motel Fee
- Tobacco License
- Transportation Services Tax**
- Withholding Tax
- Withholding Misc Film

**Additional Information**

You must register a **Sales & Use Tax** account if you are registering one of the following account types:

- Adult Entertainment Tax
- Fireworks Excise Tax
- Motor Fuel Retailer
- Motor Fuel Distributor
- Motor Fuel Non-Highway
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- State Hotel-Motel Fee

These accounts will share the account start date of the Sales & Use Tax account.

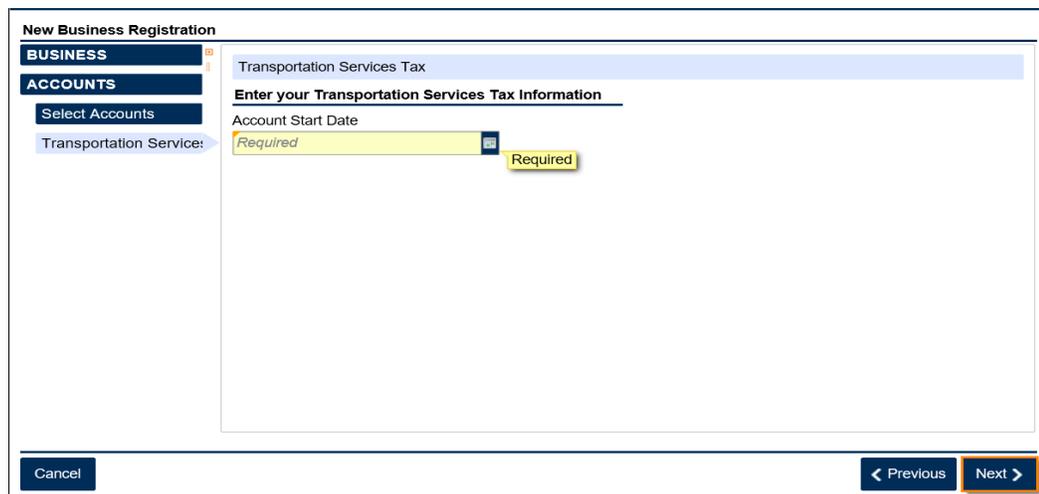
**Payments made for the following account types must be paid through ACH Debit:**

- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Individual Income Tax
- International Fuel Tax
- Non-Prepaid 911 Charge

Cancel Previous Next

9. Enter the **Account Start Date**. Click the **Next** button.

- The start date for a Transportation Services Tax account cannot be before August 5, 2020.



**New Business Registration**

**BUSINESS**

**ACCOUNTS**

Select Accounts

Transportation Service:

Transportation Services Tax

Enter your Transportation Services Tax Information

Account Start Date

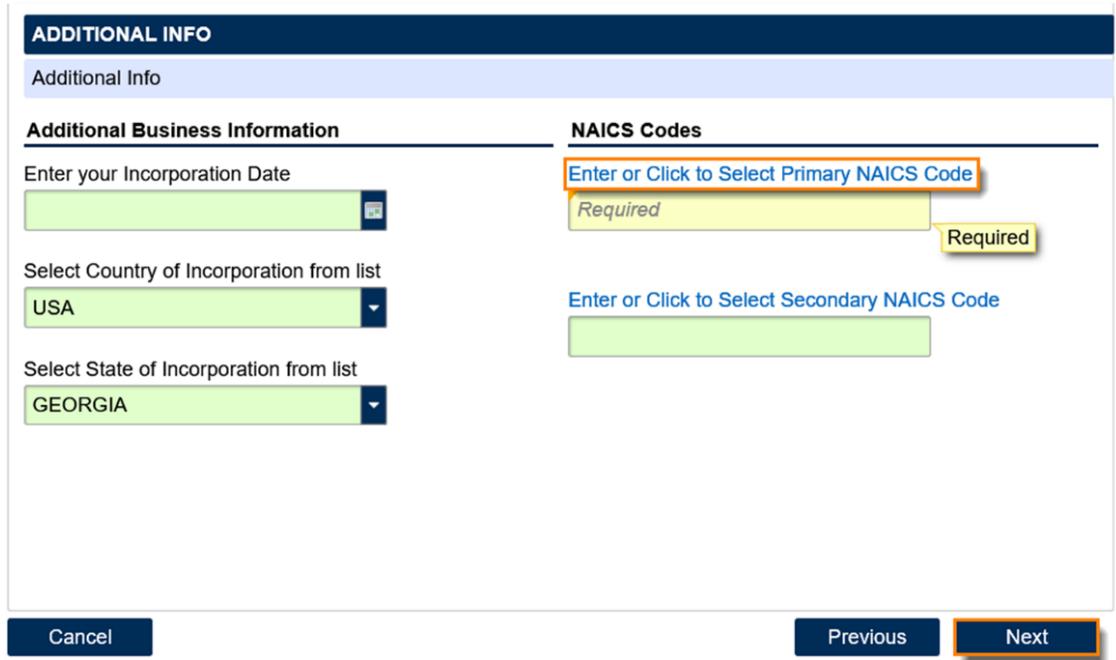
Required

Required

Cancel Previous Next

10. Complete the **Additional Business Information** section. Enter your **NAICS** code(s). Click the **Next** button.

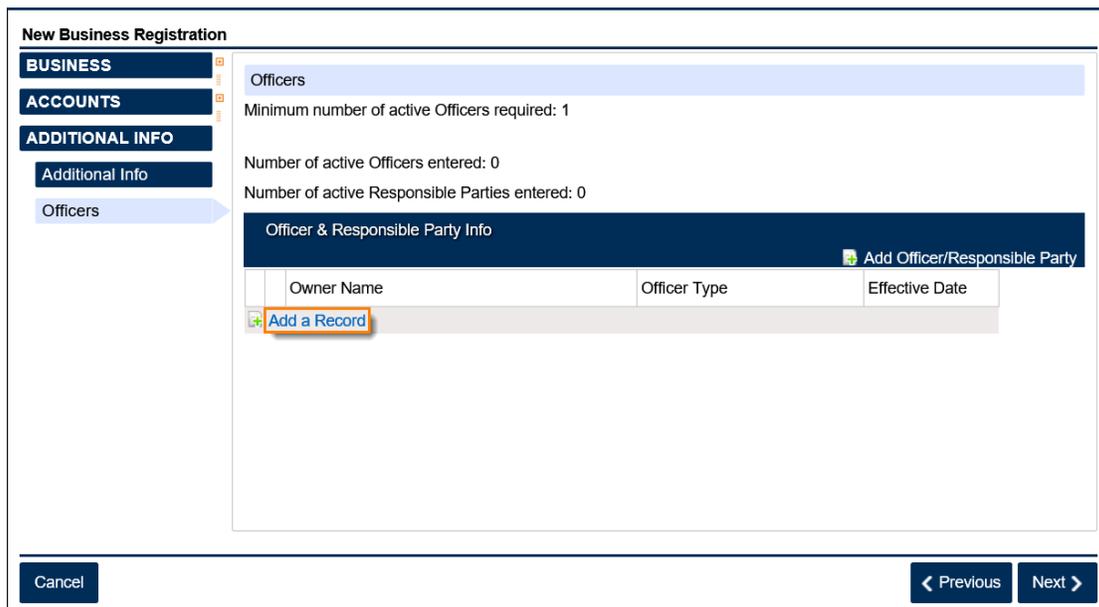
If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword (e.g. Transportation, Taxi, etc.)



The screenshot shows a web form titled "ADDITIONAL INFO". Under the "Additional Business Information" section, there are three fields: "Enter your Incorporation Date" (with a calendar icon), "Select Country of Incorporation from list" (with a dropdown menu showing "USA"), and "Select State of Incorporation from list" (with a dropdown menu showing "GEORGIA"). Under the "NAICS Codes" section, there are two input fields. The first field is labeled "Enter or Click to Select Primary NAICS Code" and has a "Required" label next to it. The second field is labeled "Enter or Click to Select Secondary NAICS Code". At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next".

11. Click the [Add a Record](#) hyperlink to add officers and/or responsible parties.

**Note:** Sole proprietors will not see this step. If you are a sole proprietor, skip to the next step in these instructions.



The screenshot shows a web form titled "New Business Registration". On the left side, there is a navigation menu with the following items: "BUSINESS", "ACCOUNTS", "ADDITIONAL INFO", "Additional Info", and "Officers". The "Officers" item is currently selected. The main content area shows the "Officers" section with the following text: "Officers", "Minimum number of active Officers required: 1", "Number of active Officers entered: 0", and "Number of active Responsible Parties entered: 0". Below this text is a table titled "Officer & Responsible Party Info" with a column header "Add Officer/Responsible Party". The table has three columns: "Owner Name", "Officer Type", and "Effective Date". Below the table, there is a button labeled "Add a Record". At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next".

Enter the **Officer/Responsible Party** information. To enter additional officers, click the **Add Officer/Responsible Party** hyperlink. Click the **Next** button after all officers/responsible parties have been entered.

**Officers**

Minimum number of active Officers required: 1

Number of active Officers entered: 0

Number of active Responsible Parties entered: 0

• Officer & Responsible Party Info • New Officer

Record 1 ✖ Delete Officer/Responsible Party ➕ Add Officer/Responsible Party

<p><b>Officer &amp; Responsible Party Info</b></p> <p>Is this an Officer, Responsible Party, or both?  <input type="text" value="Required"/> <span style="background-color: yellow; padding: 2px;">Required</span></p> <p>Effective Date  <input type="text" value="Required"/></p> <p>Cease Date  <input type="text"/></p> <p><b>Officer Name &amp; Id Information</b></p> <p>Does this officer have a foreign Id #?  <input type="button" value="Yes"/> <input checked="" type="button" value="No"/></p> <p>Select Id Type from list  <input type="text" value="Required"/></p> <p>First Name  <input type="text" value="Required"/></p> <p>Middle Initial  <input type="text"/></p> <p>Last Name  <input type="text" value="Required"/></p>	<p><b>Officer Address &amp; Phone Number</b></p> <p>Street  <input type="text"/></p> <p>City  <input type="text"/></p> <p>State  <input type="text" value="GEORGIA"/></p> <p>Country  <input type="text" value="USA"/></p> <p>Zip Code  <input type="text"/></p> <p>County  <input type="text"/></p> <p>Phone Number  <input type="text"/></p>
--	--

✖ Delete Officer/Responsible Party ➕ Add Officer/Responsible Party

12. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.

### LOGIN

Create Login

#### Enter login information

Login  
 **Required**

Password  
 **Required**

Confirm Password  
 **Required**

#### In case you forget your password

Select Secret Question from list  
 **Required**

Secret Answer  
 **Required**

Confirm Answer  
 **Required**

#### Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

#### Enter contact information

User's Name  
 **Required**

E-mail  
 **Required**

Confirm E-mail  
 **Required**

Country  
 **Required**

Select Phone Type from list  
 **Required**

Phone Number  
 **Required**

13. Select the preferred **Two-Factor Authentication** method and provide the contact information. Click the **Next** button.

**LOGIN**

Two-Factor Authentication

 **Authentication Options**

Choose your authentication method

Text

Email

Both

Email

Country

USA ▼

Mobile Carrier

Required ▼

Required

Mobile Phone

Required

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

Cancel

< Previous

Next >

14. Review the summary of the request. Click the **Submit** button.

**New Business Registration**

BUSINESS

ACCOUNTS

ADDITIONAL INFO

LOGIN

New Business Registra

Business Type :

Corporation Name :

Federal Employer ID # :

Officer Name :

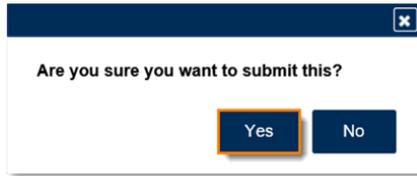
Login :

Cancel

< Previous

Submit

15. Click **Yes** to confirm you want to submit the request.



A confirmation page will appear with the confirmation number for the registration request.

 **Confirmation**

---

**Submission Information**

Status	Submitted
Confirmation Number	[Redacted]
E-mail	[Redacted]
Submission Title	New Customer Registration
Submitted	[Redacted]

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is [Redacted].

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

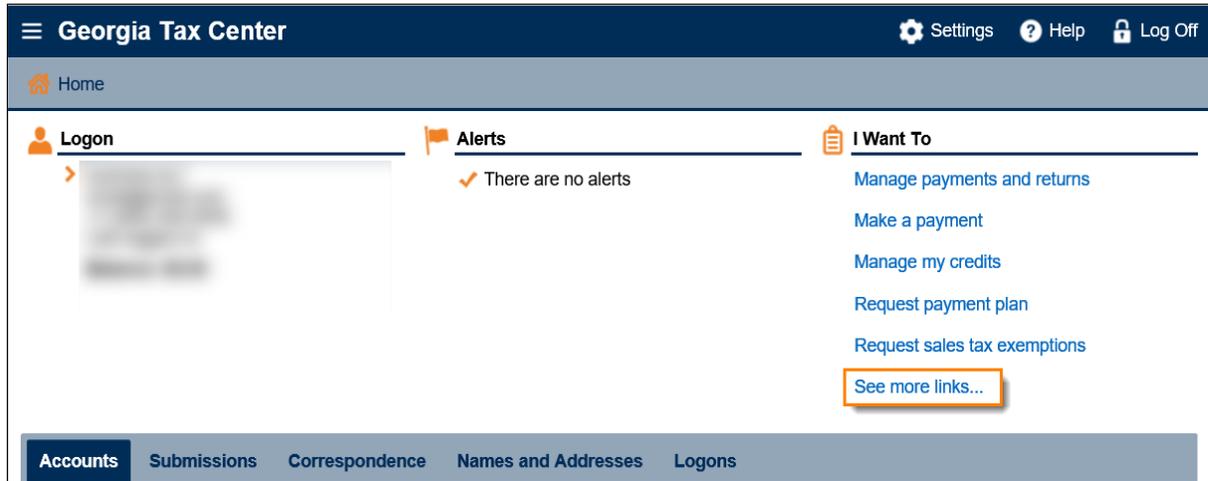
[Printable View](#)

[OK](#)

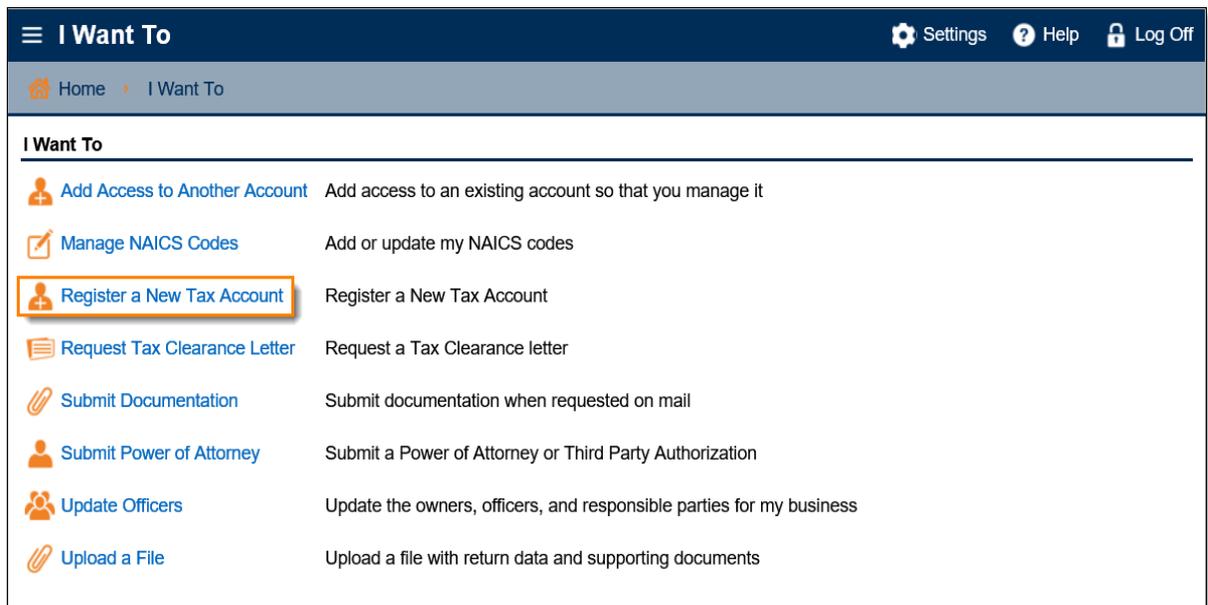
[Print Confirmation](#)

### Register an Existing Business for a Transportation Services Tax Account:

1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. On the Home screen, under the **I Want To** section, click the [See more links...](#) hyperlink.



3. Click the [Register a New Tax Account](#) hyperlink.



4. Select **Transportation Services Tax** from the drop-down list. Click the **Next** button.

**New Account Registration**

**ACCOUNT**

Select Account

Select Account

Select the account type you wish to register.

Select Account Type from list

*Required*

- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Corporate Income Tax
- Fireworks Excise Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Motor Fuel Non-Highway
- Motor Fuel Retailer
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- Public Service Commission
- Public Utilities and Airlines
- Qualified Timberland Property
- Railroad Equipment
- Sales & Use Tax
- State Hotel-Motel Fee
- Tobacco License
- Transportation Services Tax
- Withholding Misc
- Withholding Tax

**Required**

Save Draft    Cancel

< Previous    **Next >**

5. Provide the **Business Location Address**.

**Address**

**Enter your business location address.**

Select Country from list

USA

Street

*Required*

**Required**

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

*Required*

Select State from list

GEORGIA

Zip Code +4

*Required*

Select County from list

*Required*

Attention

6. Click the **Verify your address** button to validate the address.

Address

 **Enter your business location address.**

Select Country from list  
USA

Street  
1800 CENTURY BLVD NE

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City  
ATLANTA

Select State from list  
GEORGIA

Zip Code +4  
30345-0000

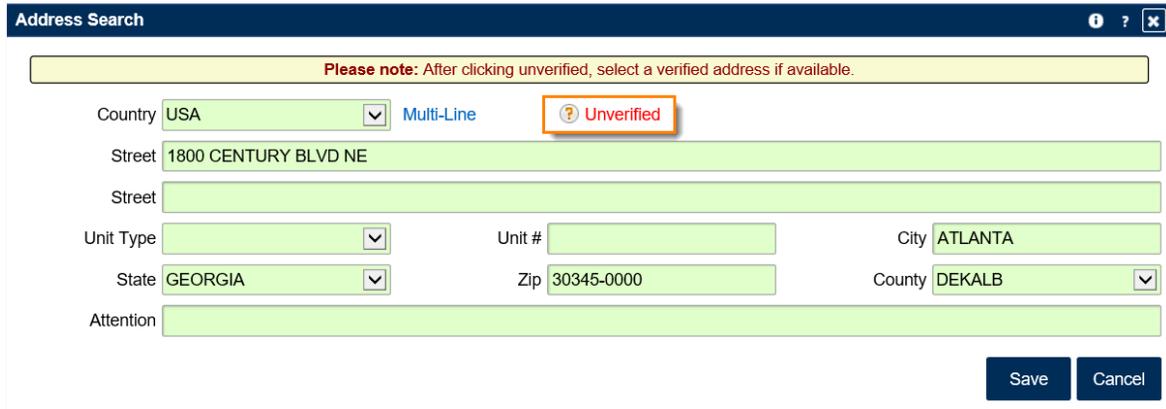
Select County from list  
DEKALB

Attention

**Verify your address**

*Address must be verified before continuing.*

7. Click the red **Unverified** hyperlink on the Address Search pop-up window.



**Address Search** ⓘ ? ✕

**Please note:** After clicking unverified, select a verified address if available.

Country: USA  Multi-Line **Unverified**

Street: 1800 CENTURY BLVD NE

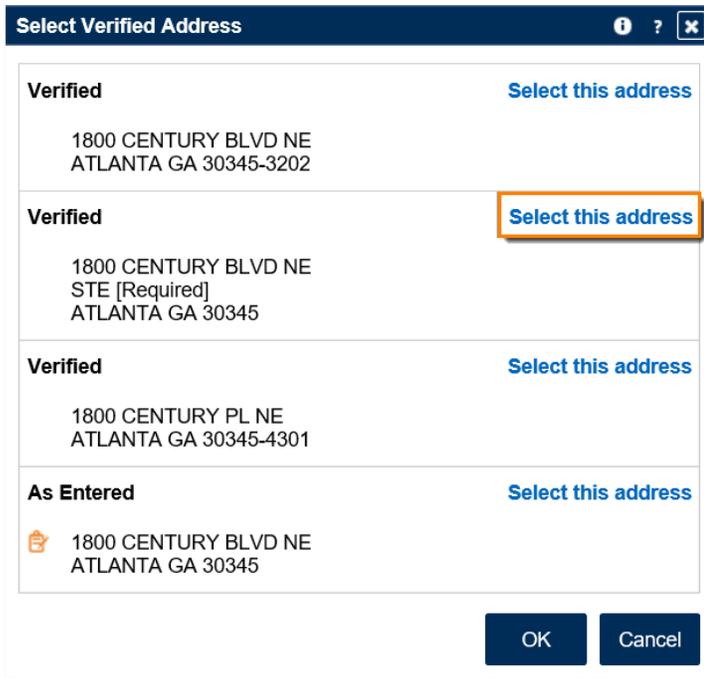
Street:

Unit Type:  Unit #:  City: ATLANTA

State: GEORGIA  Zip: 30345-0000 County: DEKALB

Attention:

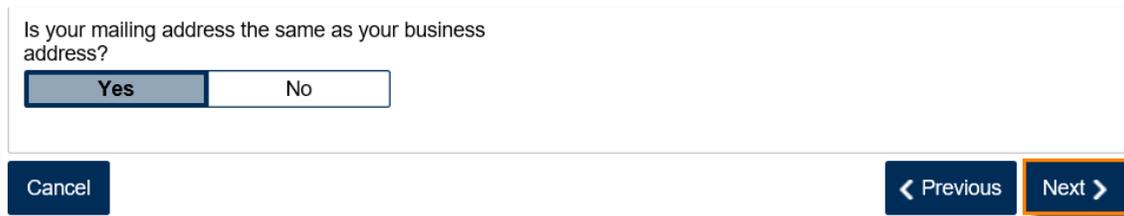
- If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.



**Select Verified Address** ⓘ ? ✕

<b>Verified</b>	<a href="#">Select this address</a>
1800 CENTURY BLVD NE ATLANTA GA 30345-3202	
<b>Verified</b>	<a href="#">Select this address</a>
1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	
<b>Verified</b>	<a href="#">Select this address</a>
1800 CENTURY PL NE ATLANTA GA 30345-4301	
<b>As Entered</b>	<a href="#">Select this address</a>
📍 1800 CENTURY BLVD NE ATLANTA GA 30345	

8. Enter a different mailing address, if applicable. Click the **Next** button.

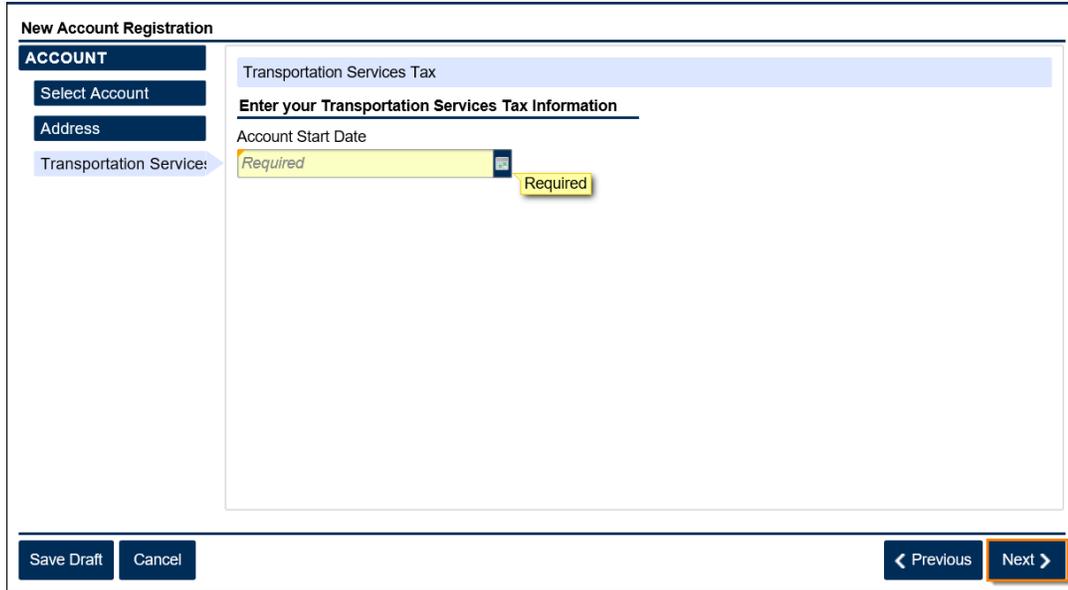


Is your mailing address the same as your business address?

Yes  No

9. Enter the Account Start Date. Click the **Next** button.

- The start date for a Transportation Services Tax account cannot be before August 5, 2020.



**New Account Registration**

**ACCOUNT**

Transportation Services Tax

**Enter your Transportation Services Tax Information**

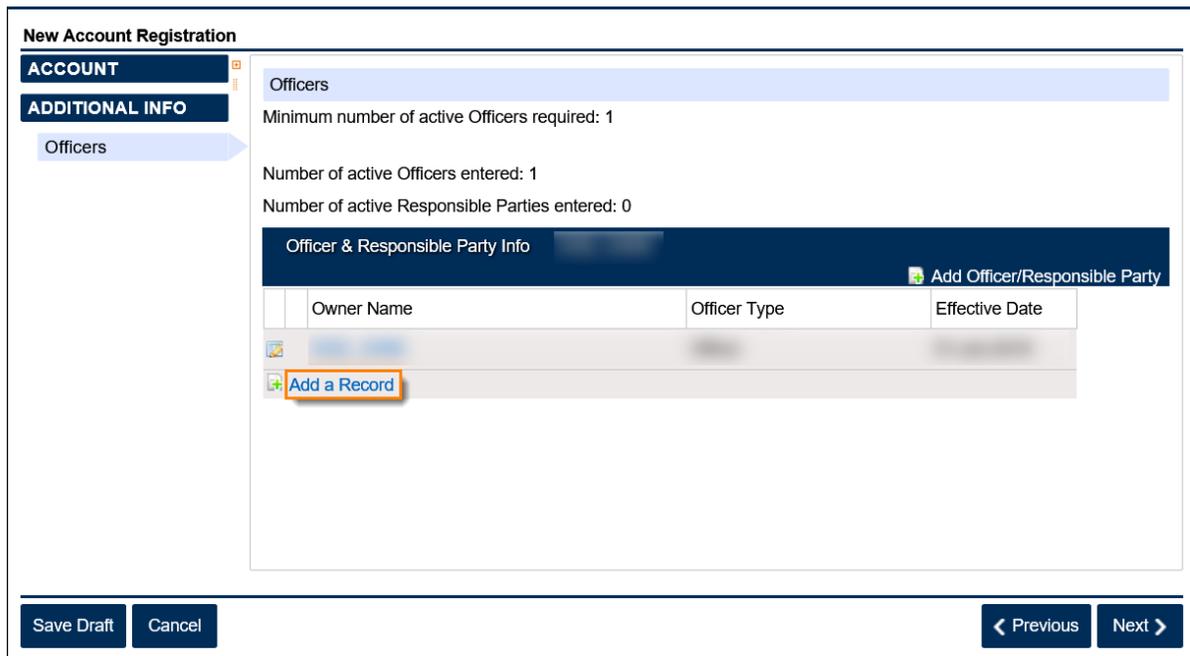
Account Start Date

Required

Required

Save Draft Cancel < Previous **Next >**

10. Officers and responsible parties currently linked to the business will appear. To add an officer/responsible party, click the **Add a Record** hyperlink.



**New Account Registration**

**ACCOUNT**

**ADDITIONAL INFO**

Officers

Officers

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 1

Number of active Responsible Parties entered: 0

Officer & Responsible Party Info

Add Officer/Responsible Party

Owner Name	Officer Type	Effective Date

Add a Record

Save Draft Cancel < Previous **Next >**

Enter the **Officer/Responsible Party** information. To enter additional officers, click the **Add Officer/Responsible Party** hyperlink. Click the **Next** button after all officers/responsible parties have been entered.

**Officers**

Minimum number of active Officers required: 1

Number of active Officers entered: 1

Number of active Responsible Parties entered: 0

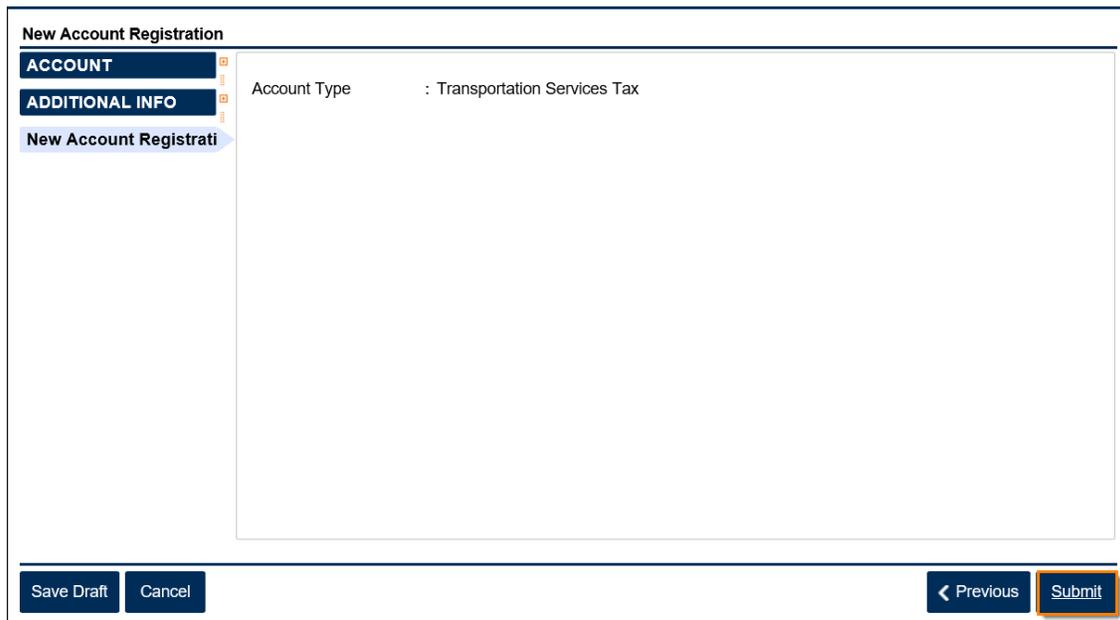
• **Officer & Responsible Party Info**     • **New Officer**

✖ **Delete Officer/Responsible Party**     ➕ **Add Officer/Responsible Party**

Record 2	
<p><b>Officer &amp; Responsible Party Info</b></p> <p>Is this an Officer, Responsible Party, or both?  <span style="border: 1px solid black; padding: 2px;">Required</span> <span style="float: right; border: 1px solid black; padding: 2px;">Required</span></p> <p>Effective Date  <span style="border: 1px solid black; padding: 2px;">Required</span></p> <p>Cease Date  <span style="border: 1px solid black; padding: 2px;"></span></p> <hr/> <p><b>Officer Name &amp; Id Information</b></p> <p>Does this officer have a foreign Id #?  <input type="button" value="Yes"/> <input checked="" type="button" value="No"/></p> <p>Select Id Type from list  <span style="border: 1px solid black; padding: 2px;">Required</span></p> <p>First Name  <span style="border: 1px solid black; padding: 2px;">Required</span></p> <p>Middle Initial  <span style="border: 1px solid black; padding: 2px;"></span></p> <p>Last Name  <span style="border: 1px solid black; padding: 2px;">Required</span></p>	<p><b>Officer Address &amp; Phone Number</b></p> <p>Street  <span style="border: 1px solid black; padding: 2px;"></span></p> <p>City  <span style="border: 1px solid black; padding: 2px;"></span></p> <p>State  <span style="border: 1px solid black; padding: 2px;">GEORGIA</span></p> <p>Country  <span style="border: 1px solid black; padding: 2px;">USA</span></p> <p>Zip Code  <span style="border: 1px solid black; padding: 2px;"></span></p> <p>County  <span style="border: 1px solid black; padding: 2px;"></span></p> <p>Phone Number  <span style="border: 1px solid black; padding: 2px;"></span></p>
<span style="color: red;">✖</span> <b>Delete Officer/Responsible Party</b> <span style="color: green;">➕</span> <b>Add Officer/Responsible Party</b>	

< Previous     Next >

11. Click the **Submit** button.



**New Account Registration**

**ACCOUNT**

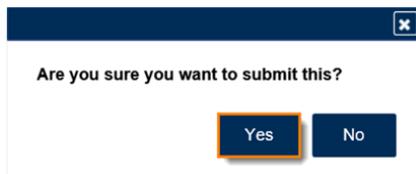
**ADDITIONAL INFO**

New Account Registrati

Account Type : Transportation Services Tax

Save Draft Cancel < Previous **Submit**

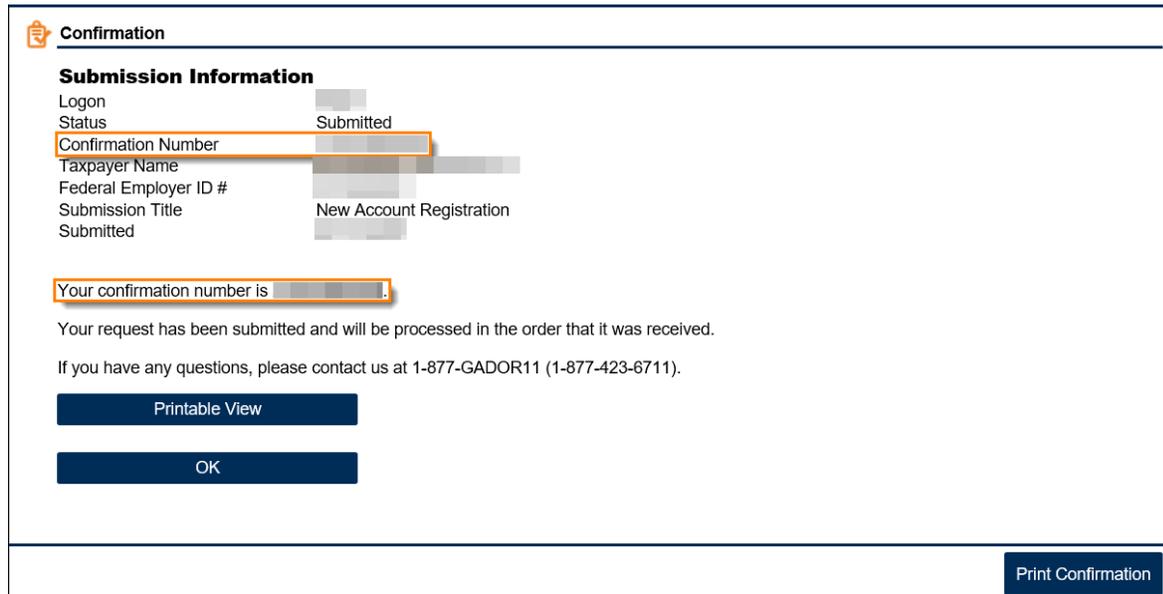
12. Click **Yes** to confirm you want to submit the request.



Are you sure you want to submit this?

Yes No

A confirmation page will appear with the confirmation number for the registration request.



**Confirmation**

**Submission Information**

Logon [Redacted]  
Status Submitted  
Confirmation Number [Redacted]  
Taxpayer Name [Redacted]  
Federal Employer ID # [Redacted]  
Submission Title New Account Registration  
Submitted [Redacted]

Your confirmation number is [Redacted]

Your request has been submitted and will be processed in the order that it was received.  
If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View OK

Print Confirmation